



**Colorado Department of  
Military and Veterans Affairs**

**General Purchasing Policy**

*Purchasing and Contracts July 2022*

## **Purpose**

Establish uniform guidance for the Department regarding purchasing thresholds and when a solicitation or state contract is necessary.

### **1. Solicitations**

- 1.1 No solicitation is necessary for one-time purchases for goods or services up-to \$50,000. Barring the exceptions in 1.4 and 1.5 Programs are free to select a vendor in their own discretion.
- 1.2 Informal solicitations – Documented Quotes (DQ), are required for all purchases over \$50,000 up to \$250,000.
- 1.3 Purchases over \$250,000, or recurring purchases which are anticipated to reach a total value of \$250,000 over a 5 year period, require that the program receives competitive vendor bids through either a Request for Proposal (RFP), Invitation for Bid (IFB), or Invitation to Negotiate (ITN).
- 1.4 If purchases are anticipated to be for recurring services the Purchasing and Contracts Office may, in its discretion, require that a solicitation be run, no matter the amount of the purchase, so DMVA will receive competitive vendor services and pricing.
- 1.5 All solicitations for Information Technology service shall be conducted with the approval of, and in consultation with, the Governor's Office of Information Technology.
- 1.6 Programs are free to select any vendor from the State Price Agreements for a purchase of any amount without a solicitation.

### **2. Contracts**

- 2.1 All purchases for goods or services over \$10,000 up to \$250,000 require the use of a State Purchase Order.
- 2.2 All purchases for recurring service of any amounts require the use of a State Purchase

Order.

- 2.3 All purchases for IT services up to \$250,000 require the use of State Purchase Order.
- 2.4 All purchases for services that total over \$250,000 – for any 5-year period – requires the use of the State Services Contract.
- 2.5 All purchases, regardless of dollar amount, that require a Performance Bond or Labor and Material Bond under State rules shall use the applicable State Architect Model Contract.
- 2.6 No contract may be routed for signature or execution until after the requisition document (RQS) has been approved by the Accounting Office.

### **3. Commercial Card**

- 3.1 The State Commercial Card may only be used for purchases for a single purpose up to \$8,500.00.
- 3.2 In order to avoid the violation of this rule or create the appearance of a Split Purchase (the intentional circumvention of the fiscal rule limit of \$10,000.00) a card should only be used at one time for a total of up to \$8,500.00.
- 3.3 If the card is being used to buy goods or services for multiple purchases it is advised to avoid using that same card multiple times in a single session. This can create the appearance of a Split Purchase that could result in sanction from State Auditors' or the State Controllers' Office.
- 3.4 Even if the card is being used at one time for multiple purchases, it is asked that all those purchases be kept on one receipt if possible.
- 3.5 It is asked that the purchaser allow for a period of time to elapse before using the card again as multiple uses close together can create the appearance of a Split Purchase.
- 3.6 If a known or expected need for a purchases is more than \$8,500.00 to please reach out to DMVA Purchasing and Contract Office to discuss options.

3.7 Card administrators are advised to collect receipts from card use at least once a week.

This should make the process of matching purchases with the appropriate accounting fund easier.

3.8 In order to process the Commercial Card for purchases relating to the Cooperative Agreement DMVA Accounting asks for:

- i. A signed statement by the Card Holder, PM, and State Rep for each cardholder that had expenses; and,
- ii. invoice/receipt for each charge on each statement with the Location-Activity-Program code written on the invoice.

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